

## ABUZAR ALI

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### PROFESSIONAL SUMMARY

More than seven (07) years of experience in Supply Chain Operations, Advanced Procurement (Foreign & Domestic), In-Orbit and Marine Reinsurance Procurement/Renewal, Managing the Procurement through Competitive Bidding Process i.e. Tendering, RFQ or Direct Contracting, Preparation of Tender & Request For Proposal Documents, Technical & Financial Evaluation of Bids, Preparation & Placement of Formal Contacts for International & Domestic Suppliers, Maintain close Liaison with Finance Dept. & Designated Banks for processing the Advance Payment through Telegraphic Transfer/ Letter of Credit and counter issuance of Performance Bond and Advance Payment BGs, Finalizing the terms and conditions of contracts (i.e. incoterms, payment terms such as TT, Advance Payment BGs and LCs etc.), Preparation of Official Reports & Summary of the Cases for Top Management, Corporate Client Relationship Management, Vendor Management, Managing the Miscellaneous Warranty Claims of Procured Stores with Foreign & Domestic Suppliers, Fixed Assets Management, Inventory Management, Warehouse & Stores Management and other Administrative & Financial Duties.

### ACADEMIC QUALIFICATIONS

Institution	Qualification	CGPA	Year
Bahria University (Karachi Campus), Pakistan	MBA (Supply Chain Management)	3.29	2019
Quaid-i- Azam University, Islamabad, Pakistan	BBA (Management Sciences & Marketing)	3.10	2015

### PROFESSIONAL EXPERIENCE

01	<b>Cell Head [Procurement/Contract Management (Foreign &amp; Local)] at State Owned Organization of Pakistan, Karachi.</b>	<b>(28-12-2021 - Present)</b>
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- Responsible for the smooth processing of Procurement Cases (Local & Foreign)
- Responsible for sending RFQs / RFPs to the vendors as per PR specifications and evaluating the received quotations and prepare CST accordingly. Negotiation with vendors for discount and clarification, if required.
- Prepare Formal Contracts after negotiating the Terms & Conditions with the Vendors, Suppliers and Service Providers
- Finalizing the terms and conditions of contracts (i.e. incoterms, payment terms such as TT, Advance Payment BGs and LCs)
- Placing Purchase Order / Contract to the technically acceptable and financially lowest and most advantageous bidder
- Liaison with Finance Dept. for establishing Letter of Credit, Advance Payment Bank Guarantee authentication issues, Counter Issuance of Performance Bank Guarantee and processing of the timely payments to suppliers accordingly.
- Liaison with Finance Dept. & Banks for the counter issuance of Performance Bond and Advance Payment BGs.
- Liaison with Finance Dept. & Banks for processing the Advance Payment through Telegraphic Transfer/ Letter of Credit.
- Managing the Placement of Contracts (Shipment correspondence with Supplier, Transportation arrangements, payment Processing, Extension/ Return of BGs)
- Seeking necessary Financial and Management approvals for processing of payments etc.
- Follow up with Vendors/Service Providers to ensure timely delivery of items, goods, stores etc.

- Responsible for seeking wide range of suppliers to provide variety of sources enabling us to choose the best available quality meanwhile maintaining good relationships with current vendors
- Provide Liaison between End users and Suppliers for technical queries
- Updating Procurement Policy as per changing work environment in line with amended PPRA rules and guidelines
- Preparing Reports and Presentations related to the Procurement of entire fiscal year for Top Management / Competent Authority

<b>02</b>	<b>Executive Officer/Departmental In-charge [Procurement/Contract Management] at PNSC H.O. Karachi, Pakistan.</b>	<b>(09-02-2017 – 27-12-2021)</b>
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- Process the Procurement / Renewal of Miscellaneous Marine Insurance Policies including (Fleet, Logistics, Hull & Machinery (H&M), Additional War Risk Policy (AWR), Cargo, Motor Vehicle, Medical, Health & Life Insurance of Offshore & Onshore employees etc., from leading insurers including;
  - Steamship Insurance Management Services Ltd. (SIMSL)
  - National Insurance Company Ltd (NICL)
  - Pakistan Reinsurance Company Ltd. (PRCL)
  - AON International Insurance,
  - Lockton International Insurance,
  - PL Ferrari International Insurance
  - Beazley Insurance Company
  - State Life Insurance Corporation (SLIC)
  - Adamjee Life Insurance Company
  - EFU General Insurance
  - New Jubilee Insurance (NJI) etc.
- Providing Personal Accidental Insurance and H&M Fleet Insurance Services to the Crafts, Tug Boats, Channel Buoys and Crew members, performing sea manning operations of a government organization Port Qasim Authority (PQA) as an intermediary outsourcing company.
- Preparation of Departmental Annual Procurement Plan, Tender and RFQ Bidding Documents and Evaluation of bids as per PPRA Rules 2004.
- Process the Miscellaneous International & Domestic Claims including (Medical, Health, Life, Motor Vehicle) etc. with above said leading insurers.
- Maintain close liaison with respective Insurers (Local & International), designated Surveyors, Vendors, Third Party Insurers etc. to build & maintain pleasant Corporate Relationship Management.
- Assist supervisor in Marine Legal Professional and Port related matters.
- Process the different departmental Payments i.e. NVOCC, Correspondent & Survey Fees, Marine Legal & Professional Fees, AWR, H&M, Insurer Premium payments, Other Vessel & Port related matters i.e. LOH, K&R etc.
- Process the claim recovery cases with International and Local insurers and recover the claim amount from insurers after successful negotiations along with providing documentary evidences.
- Hands on experience of Marine ERP software i.e. "DANAOS -MARINE ERP SOFTWARE"

<b>02</b>	<b>Procurement &amp; Stores Officer (Qaiser Electric Company Pvt. Ltd.) Karachi, Pakistan.</b>	<b>(01-08-2015 – 08-02-2017)</b>
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- Assisted Manager Procurement in procuring the office inventory, supplies and safety equipment from different vendors and suppliers i.e. Midas Safety etc. for ongoing & upcoming projects.
- Coordinated with internal and external customers to build corporate relationship management, also to ensure proper supply chain management practices i.e. product selection, procurement, inventory management and returns of defected stock.
- Assist supervisor in managing and reconcile the accounts of QEC with bank accounts and update the record accordingly.
- Dealing with daily wage labor, janitorial staff, maintain the record of their wages payment.

- Maintain and updating the record of all disbursements and collections of receivables of QEC and update the record accordingly on regular basis.
- Assist the senior management in preparing professional quality reports and presentations.

<b>03</b>	<b>Intern (PTV, H.O. Islamabad, Pakistan).</b>	<b>(20-06--2014 – 19-08-2014)</b>
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- Learned about operations of PTV i.e. how PTV get contracts for Broadcasting International Events, like ICC Cricket World Cup, Asia Cup, ICC Cricket World T-20 Cup and other events.
- Record entries in the log book and system in transport section about repairing and maintenance of vehicles allotted to the employees.

<b>04</b>	<b>Intern (SSGC, H.O. Karachi, Pakistan).</b>	<b>(22-07-2013 to 02-09-2013)</b>
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- Preparation of the Passage, Event & Protocol (PEP) sheet for any event organized by SSGC and scheduled Management official visit.
- Record Management of Maintenance and Repairing of vehicles issued by organization in Log Book and System.
- Pooling of CVs in HR operations (Recruitment & Selection section) and make the sheets of selected CVs and learned the process of Internships & Trainings conducted by Organizational Development section, HR.

<b>05</b>	<b>Intern (PCAA, H.O. Karachi, Pakistan).</b>	<b>(16-07-2012 to 24-08-2012)</b>
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- Learned about operations of PCAA & how CAA is providing services to Airline companies.
- Cross checked manually the bills of various Airlines and entered data in system.

#### **TRAININGS, WORKSHOPS, PROJECTS, EVENTS ORGANIZED & ATTENDED**

- Participated in a Training workshop on “Capacity Building” organized by Capital Development Authority (CDA) Training Academy Islamabad at Jinnah Convention Center, Islamabad.
- Participated in a Training workshop on “Train the Trainers” organized by GAS Training Institute at SSGC H.O. Karachi.
- Organized a Seminar “Explore the Spectrum of Ideas” 2013 on awareness of Business ideas in which Mr. Badar Khushnood (Google’s Country Consultant Pakistan), Mr. Nazir Sabir (Pakistani Mountaineer), and Ms. Heather Ann Khan from Medical Division Shifa Int. Hospital.
- Organized “Business Plan Hunt” competition with the collaboration of ORIC department Quaid-i-Azam University, first time organized at Quaid-i-Azam School of Management Sciences department in which a venture capitalist company “Jump Start-ups Pakistan” was invited to provide a platform to the young entrepreneurs participated from twin cities Islamabad & Rawalpindi.
- Organized an Industrial Trip with colleagues & teachers, sponsored by QASMS, QAU to different industries like Gourmet Cola Lahore, Orient Electronics Lahore, Atlas Honda Sheikhpura, and Star Chemicals Faisalabad.

#### **HONOURS AND AWARDS**

- Taken Initiative of Floating the Group Term Insurance (GTI) Policy Tender for the first time in history of PNSC to acquire the GTI Policy for PNSC employees as per PPRA rules 2004.
- Awarded ‘Sindh Endowment Fund Scholarship’ by Sindh Government in during graduation BSBA program.
- Khairpur District Scholarship awarded by Deputy Commissioner Khairpur (Mirs) in 3<sup>rd</sup>, 4<sup>th</sup> 6<sup>th</sup> & 7<sup>th</sup> semesters of BSBA Program.

#### **PROFESSIONAL DEVELOPMENT**

- Participated in two days in house Training Workshop/Session on "Understanding the Practicality and Implementation of PPRA Rules 2004, in a smooth manner in Government /Public Ltd. Organizations of Pakistan, organized by HR department PNSC for procurement officials of PNSC in order to perform the procurement process in efficient and transparent manner at PNSC H.O. Karachi.
- Participated in an in house Training Workshop/Session on "Advance Microsoft Excel" conducted by MIS/IT department PNSC for PNSC officials to perform the routine operations in efficient and smooth manner by implementing the advance excel techniques PNSC H.O. Karachi.
- Participated in an in house Training Workshop/Session on "DANAOS -MARINE ERP SOFTWARE" conducted by Greek officials for PNSC officials at PNSC H.O. Karachi.

### SKILLS AND COMPETENCIES

#### **Computing:**

MS-Office (Word, Power Point, Excel), Danaos Marine ERP Software, Official Drafting and Email Correspondence with Local and Foreign Suppliers/Vendors.

#### **Social:**

Good Communication & Presentation Skills, Creative Team Work, Time Management, Problem Solving & Analytical skills, Quick Learner, Multitasking skills, Effective Listening, leadership, Motivational skills, efficient planning skills etc.

#### **Languages:**

English, Urdu & French (Beginner).

### PERSONAL INFORMATION

**D.O.B:** 09/09/1993

**Father Name:** Aziz Ahmed

**Religion:** Islam

**CNIC:** 45202-8984286-9

**Marital Status:** Single

**Nationality:** Pakistani

### REFERENCES

Will be furnished upon request.